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17 February 1982

MEMORANDUM FOR: Chief, Classification Review Division

FROM: [REDACTED]

Chief, Operations Branch

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SUBJECT: Permanent OSS Records that
Remain to be Reviewed [REDACTED]

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1. On 28 January 1982, [REDACTED] of the OSS Review Team and [REDACTED] of IMS visited the Records Center to survey the permanent OSS Records that remain to be reviewed. They spot-checked material in the various remaining jobs and counted boxes that have not been reviewed. The result was that we have 463-1/2 one-foot cartons plus 166 archives boxes of permanent OSS records left to review. If we compute 2-1/2 archives boxes as equal to one cubic foot of records, then we have a total of 530 cu. ft. of OSS Records that remain to be reviewed. It is estimated that it will take the OSS Review Team 10-11 months to complete the review of these records with current manpower and assuming that no unforeseen problems arise. That would take the team from 1 February 1982 to sometime in November or December 1982. Not computed in these figures is Job 56-20 which is a chrono file containing 505 archives boxes (carried as 217 cu ft) which is of questionable value as a permanent record. NARS has said that they want this chrono file because it would provide "a handy reference approach by cable number." This in spite of the fact that the General Records Schedule defines chrono files as temporary and that a check in this instance confirmed that the documents in Job 56-20 were available in subject files. Since it would take the OSS Review Team an estimated 5-6 months to review Job 56-20 and would cost the Agency approximately \$64,000-\$77,000, it is recommended that we not have the Team review this Job. Should NARS not change its mind about the permanent status of this Job, there is a strong probability that several years will pass before it is accessioned to NARS. By that time the records will be much less sensitive and expertise of the reviewing team less critical. Meanwhile, should NARS have need for any documents in Job 56-20, they can query us for them. [REDACTED]

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2. We believe, also, that within some of the records that remain to be reviewed there may be other duplicative chrono files similar to those in Job 56-20. We recommend that should such files be encountered, that their location be noted and they then be tabbed for later review along with Job 56-20. If there is time left after all the other records have been reviewed before the end of FY 82, these tabbed chrono files would then be reviewed. [REDACTED]

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3. Following is a breakdown of the permanent OSS material that remains to be reviewed and the rough estimates of how long the review of each job will take:

- a. Job 56-16; contains 113 archives boxes; estimated review time is 3-1/2 months.
- b. Job 56-19; contains 53 archives boxes; estimated review time 3/4 of a month.
- c. Job 56-80; contains one-half of a one-foot carton of micro-film; estimated review time one man for one week.
- d. Job 76-780; contains 410 one-foot cartons; estimated review time is five months.
- e. Job 76-789; contains 53 one-foot cartons; estimated review time is one to one-and-one half months.
- f. Job 56-20 (will be held out until all the other material has been reviewed and NARS may be asked to review their decision on the permanent status of this job); contains 505 archives boxes (about 217 cu. ft.); estimated review time from five to six months.

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4. Assuming that the above estimate is accurate, as of the end of the current fiscal year about 175 cu. ft. of permanent OSS records will remain to be reviewed or about two and one-half months of works for the OSS Review Team. In addition, there will be an estimated five to six months of review work if it is decided to do Job 56-20 which would take us to about May 1983. (U)

5. To be certain of having the most thorough and consistent classification review of the remaining permanent OSS records, the work should be done by the OSS Review Team. They have the background and experience, they know the OSS records, they have developed the expertise in OSS record review, and they are completely familiar with the unique rules and guidelines that are used in reviewing the classification of OSS records.

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6. The remaining work could be done in one of the following ways to make use of the OSS Review Team:

- a. Let the entire team continue working for about seven-and-one-half months beyond the end of the current fiscal year and finish the job. At the current contract rates, this would cost approximately \$97,000. To complete everything but Job 56-20 by working about two and one-half months beyond the current fiscal year would cost approximately \$32,000.
- b. Retain a few of the Team members under their current independent contract status to gradually complete the systematic review and meanwhile to be available to answer FOIA/PA requests or other

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spot reviews of OSS records. At the current rate of productivity it would take one team member about 97.5 months to complete the task and the current monthly payment rate is \$980 per man.

c. Use members of the Team on a WAE basis until the systematic review is completed, during which time they would also handle FOIA/PA requests. After that, one or more could be used on the same basis to handle FOIA/PA and other odd requests as needed. ☐

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7. At the present time the members of the OSS Review Team receive \$11,750 per annum per man except for the two longest-employed members who each receive \$12,750 per annum. ☐

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Distribution:

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- (A) HANDLE FOIA/PA, MBS, ETC. WHICH PERTAIN TO OSS PERIOD;
- (B) COMPLETE THE REVIEW OF OSS RECORDS (IF NOT COMPLETED), EXCEPT FOR SG-20 WHICH I CONSIDER TO BE A WASTE OF RESOURCES, REGARDLESS OF NARS' POSITION.

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